

For: State and County Offices

Preparing for 2016 CRP Annual Rental Payments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

CRP payments are made each year on or about October 1.

In preparation for 2016 CRP payments, the following reports have been made available to assist the field offices to ensure payments are issued promptly and correctly:

- Conservation Contract Maintenance System (CCMS) Status Reports
- CCMS 578 Compliance Reports
- Common Payment Reports (CPR) Pre-Payment Report.

B Purpose

This notice provides guidance about using these reports.

Disposal Date	Distribution
April 1, 2017 8-17-16	State Offices; State Offices relay to County Offices

Notice CRP-806

2 CCMS Status Report

A Introduction to CCMS Status Searches

Conservation Payments software will **only** queue payments for contracts that are in a CCMS status of:

- Approved
- Expired
- Terminated (Replaced)
- Terminated.

To identify contracts not in an eligible payment status and determine if a modification can be completed before payments are issued, users shall search by the following statuses using the CCMS “contract status” option on the Search Contract Screen:

- Frozen Due to Start Date Correction
- Revision Finalized
- Revision in Process
- Revision Pending COC Approval (Finalized)
- Start Date Correction in Progress
- Terminated (Pending Finalization and Approval).

B Instructions for Generating CCMS Status Searches

Users shall follow the steps in this table to search by contract status in CCMS.

Step	Action
1	Select the “Search Contract” option on the CCMS left navigation menu.
2	Select the applicable Admin State and Admin County from the drop down menu.
3	Select Program Type “CRP” (default).
4	Select the applicable contract status identified in subparagraph A.
5	CLICK “Search”.

2 CCMS Status Report (Continued)

B Instructions for Generating CCMS Status Searches (Continued)

The following is an example of the Search Contract Screen.

Once the user clicks “Search”, if there are contracts in the selected status, the Select Contract Screen will be displayed showing all contracts currently in that status for the selected county. If there are no contracts currently in the selected status, the following message will be displayed, “Error: There were no Contracts found. Please revise your search criteria and try again.”

Note: If there are more than 10 contracts, the results will be displayed on additional pages. Users shall navigate to additional pages using the arrows below the list.

C Action on CCMS Status Searches

Follow CCMS User Guide V2.1 Parts 7 and 8 to resolve the contracts on the report(s) before the October payment batch is run.

The CCMS User Guide is available at
<https://sharepoint.fsa.usda.net/states/cepd/userguides/default.aspx>.

3 CCMS 578 Compliance Report

A Introduction to CCMS 578 Compliance Report

Users can access the CCMS 578 Compliance Report in CCMS to identify farms that will fail the 578 compliance validation in the Conservation Payments software. Any contract that does not have CRP acres certified on the FSA-578 will appear on this report.

This report can be run at any time but the data is updated nightly. The last update time is posted on the report.

B Instructions for Generating CCMS 578 Compliance Report

Users shall follow the steps in this table to generate the 578 Compliance Report in CCMS.

Step	Action
1	Select the “County Reports” option on the CCMS left navigation menu.
2	Select the applicable Admin State and Admin County.
3	Select “578 Compliance Report” in the “Report to Generate” drop down menu.
4	Select contract number, farm number, or producer name in the “Sort By” drop down menu.
5	CLICK “Generate Report”.

3 CCMS 578 Compliance Report (Continued)

B Instructions for Generating CCMS 578 Compliance Report (Continued)

The following is an example of the County Reports Screen.

The screenshot displays the 'County Reports' screen in the CCMS system. At the top, there is a header with the USDA logo and 'United States Department of Agriculture Farm Service Agency'. To the right, it says 'Conservation Contract Maintenance System' and 'Welcome [User Name]'. Below the header is a navigation bar with links: CCMS Home, About CCMS, Help, Contact Us, Exit CCMS, and Logout of eAuth. On the left, there is a 'CCMS Menu' with links: Search Contract, County Reports, State Reports, and National Reports. The main content area is titled 'County Reports' and contains three required fields (marked with an asterisk): 'Admin State' (Alabama (01)), 'Admin County' (Autauga (001)), and 'Report to Generate' (a dropdown menu). The dropdown menu is open, showing a list of report types: --SELECT--, --SELECT--, Active Contracts Due to Expire on Sept. 30, All CRP Producers, 60-Day Notification Report, Contracts for a County, Contracts for a Producer, Contracts that Expired on Sept. 30, Contracts with Extension, Early Out Summary, Individual Contract, Practices, Terminated/Revised/Divided Contracts Summary, Transferred Contracts, and 578 Compliance Report (highlighted in yellow). A note at the bottom left states 'Screen ID: CCMSWeb20 Last Modified: 07/14/2015'. A note at the bottom right says 'All fields having a red asterisk (*) are required and'. A 'Back to Top' link is also visible.

The results will be populated in a separate Excel workbook. The files contain the farm number, contract number, total CRP-1 practice acres, total CRP acres certified, difference in practice acres and certified acres, and the primary producer name.

C Action on CCMS 578 Compliance Report

Users shall review farms identified on the report to determine if all FSA-578 data has been correctly loaded and certified in the Crop Acreage Reporting System (CARS) software.

Notice CRP-806

4 Common Payment Reports

A Purpose

The CPR Prepayment Report provides information for payment entities that have payment reductions because of various eligibility conditions.

B Availability

The CPR Prepayment Report is available in early June before the October CRP annual payment run and is disabled after the payment run is complete. The Nonpayment Report shall be used to identify nonpayment conditions and reductions after the October CRP annual payment run.

Common Payment Reports are available according to the following.

Report Name	Type of Data	Reference
Prepayment Report	Live	9-CM, paragraph 71
Nonpayment/Reduction Report	Live	9-CM, paragraph 66

Note: See 9-CM, paragraph 52 for instructions on accessing the Common Payment Reports System.

5 Action

A State Office Action

State Offices shall ensure that County Offices:

- follow instructions in this notice
- are using the reports in preparation for the 2016 CRP annual rental payment run.

B County Office Action

County Offices shall:

- follow instructions in this notice
- use the reports in preparation for the 2016 CRP annual rental payment run.